

IV. RECORDS RETENTION SCHEDULE

INSURANCE DIVISION

MOTOR VEHICLE SECURITY FUND SECTION

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-34

This Schedule Lists Only Those Records
Created and Used by the

Insurance Division
Motor Vehicle Security Fund Section

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-34 ✓

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Insurance Division
Motor Vehicle Security Fund Section

Item No.	AGENCY Description	DIVISION Retention
1.	<p><u>MOTOR VEHICLE SECURITY FUND CLAIMS INDEX:</u></p> <p>The card gives the name of the claimant and of the insured, code reference, name of insurer and the claim number. This information is a finding aid to the Claims File (item 3) and to the Motor Vehicle Security Fund Ledger (item 2) which records disposition of the claim. The law provides authority for claims to be made against the Maryland Auto Insurance Fund to provide payment to eligible claimants in cases where certain insurers have become insolvent.</p>	<p>Retain permanently.</p>
2.	<p><u>MOTOR VEHICLE SECURITY FUND LEDGER:</u></p> <p>A daily record of receipts for payments on receivership accounts.</p>	<p>Retain permanently.</p>
3.	<p><u>MOTOR VEHICLE SECURITY FUND CLAIMS FILE:</u></p> <p>Individual claims against the Maryland Motor Vehicle Security Fund and agency claims against the receiverships (insolvent insurance companies) with related papers and correspondence.</p>	<p>Retain claims file for three (3) years in office after settlement. Retain in a State Records Center for an additional three (3) years, then destroy.</p>
4.	<p><u>MOTOR VEHICLE SECURITY FUND QUARTERLY REPORTS:</u></p> <p>Reports from insurers on amounts paid into the Motor Vehicle Security Fund for use of the State in payment of claims against the fund.</p>	<p>Retain for three (3) years and audit, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary